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**Subject: Ineligibility**

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Effective Date: August 1, 2006

Revised from: October 1, 2005

**Policy:** If an applicant/client is found to be ineligible at a certification visit, she/he must be informed in writing of their ineligibility during the visit, along with the reason, and the right to a fair hearing.

A client who was certified in error and is ineligible for WIC benefits must be terminated from the program. (See CRT 09.01.00 Termination from the WIC Program.)

**Reference: CFR §246.7(j)(5)**

**Procedure:**

1. When a certification wizard is finished and the person is without income or nutritional eligibility, KWIC will automatically show the client as ineligible and print an Ineligibility Letter, which includes the ineligibility reason and the right to a fair hearing.
2. Provide the letter to the applicant.
3. Point out the sentence in the letter that indicates that she/he may apply at any time income or nutrition risk changes.